

DDH subject

DDA 86-1385X

| ROUTING AND TRANSMITTAL SLIP | | Date |
|---|----------------------|------------------|
| | | 13 AUGUST 1986 |
| TO: (Name, office symbol, room number, building, Agency/Post) | Initials | Date |
| 1. DIRECTOR OF LOGISTICS | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| Action | File | Note and Return |
| Approval | For Clearance | Per Conversation |
| As Requested | For Correction | Prepare Reply |
| Circulate | For Your Information | See Me |
| Comment | Investigate | Signature |
| Coordination | Justify | |

REMARKS

#1 - ACTION

PLEASE PREPARE RESPONSE FOR THE DDA'S

SIGNATURE. IN PREPARING YOUR RESPONSE, PLEASE

NOTE LAST PARAGRAPH OF THIS LETTER.

SUSPENSE: 23 AUGUST 1986

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

HENRY P. MAHONEY
ADDARoom No.—Bldg.
7D24 HQS

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5041-102

* U.S.G.P.O.: 1963-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

DD/A REGISTRY

60-2

35-3

I checked with
REC'D who said
they normally do not
respond to this type of
letter. This letter is a
reminder. 8/29/86



**General Services Administration
National Capital Region
Washington, DC 20407**

66-1385X

August 6, 1986

Dear Mr. Kerr:

This letter is to advise you that requests for reimbursable work to be charged to current year appropriations must be submitted to the General Services Administration (GSA) in time to allow complete processing prior to September 30, 1986, of the current fiscal year.

Near the end of each fiscal year, GSA experiences a sharp increase in the number of Reimbursable Work Authorizations (GSA Form 2957) submitted for major reimbursable alteration projects. For these Reimbursable Work Authorizations to constitute valid current year obligations of the requesting agency, the following conditions must be met:

1. The GSA Form 2957 must contain a sufficiently detailed scope of work, including the location, type and amount of work, and the required completion due date. If plans, drawings, or other materials which help to define the scope of work are referenced, they must accompany the GSA Form 2957.
2. The GSA Form 2957 must be fully processed, including completion of the request, estimate, and certifications sections, and it must be entered into the GSA accounting system prior to the fiscal year closing.
3. GSA will not accept the Reimbursable Work Authorization for processing in the current year if the required completion date is such that a continuous active process (e.g., scheduling of work, initiating invitations for bids, evaluating bids, awarding contracts, actual constructing, inspecting, etc.) is not required to complete the service when requested. Projects which are accepted into the GSA accounting system in the current year for completion in a future year must be actively pursued to completion.
4. For major alterations requiring design work in order to determine a firm fixed price estimate for construction and supervision of the project, the GSA Form 2957 may be for design work only. In such cases, the GSA Form 2957 will be required from the requesting agency to fund the estimated costs of construction and supervision of the project when such costs are determined.

5. The GSA Form 2957 may be processed in the current year if a requesting agency is citing multiple-year or no-year appropriations as a source of funding on the GSA Form 2957 and so certifies in Block 14 and if the work can be started within the year(s) the funds are available to the requesting agency for obligation.

Normally, at least 60 days are required for GSA to process a GSA Form 2957 for a major alteration request requiring little or no design, or for the design only of a complex project requiring significant design work. This timeframe depends on the requesting agency's providing complete and timely information on the projects and the required certification of the availability of funds in Section III of the GSA Form 2957.

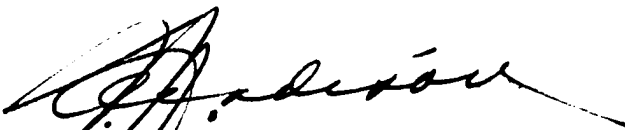
In addition, you are reminded that if your agency is contemplating a major reorganization and consolidation in either leased or federally-owned space, a minimum of 8 months is normally required to review the plans, write the job specifications, advertise, award, and supervise the renovations.

As you can see from the preceding, management planning for major projects is required of the requesting agency to ensure that complete and timely requests are provided to GSA. Therefore, we urge you to work with us early in the planning stages so that we can meet both your service requirements and the requirements of the reimbursable work process within normal timeframes.

In order that we may be responsive to your current fiscal year requirements, we are asking you to submit your major alteration requests to us by Monday, August 25, 1986.

Thank you for your cooperation.

Sincerely, .

A handwritten signature in dark ink, appearing to read 'W. F. Madison', with a long horizontal flourish extending to the right.

William F. Madison
Regional Administrator

Mr. Richard J. Kerr
Deputy Director for Administration
Central Intelligence Agency
Washington, DC 20505